

**JOB DESCRIPTION FOR STATE POLICE OFFICER
ESSENTIAL FUNCTIONS AND TASKS**

It is a trooper's responsibility to perform basic police services in accordance with the mission, goals and objectives of the West Virginia State Police and in compliance with governing federal and state laws.

As outlined in Section 15-2-12 of the West Virginia Code, the West Virginia State Police shall have the mission of statewide enforcement of criminal and traffic laws with emphasis on providing basic enforcement and citizen protection from criminal depredation throughout the state and maintaining the safety of the state's public streets, roads and highways.

The essential functions and tasks required for the position of state police trooper, include, but are not limited to, qualification and use of firearms, providing emergency assistance conducting investigations, report writing and presenting testimony in a court of law.

**STATE OF WEST VIRGINIA
JOB DESCRIPTION
BASIC PATROL OFFICER**

JOB TITLE: ENTRY-LEVEL ROAD TROOPER

GENERAL STATEMENT OF DUTIES:

Under regular supervision, performs basic police services in accordance with the mission, goals and objectives of the West Virginia State Police and in compliance with governing federal and state laws.

Essential Functions and Tasks:

A. Essential Function - Arrest and Detain Persons

Essential Tasks:

1. Advise persons of constitutional rights (Miranda warning)
2. Arrest persons with a warrant
3. Arrest persons without a warrant (non-traffic)
4. Conduct temporary detention ("stop and frisk") of suspicious persons
5. Execute felony motor vehicle stop
6. Investigate suspicious vehicle
7. Plan how to make/execute arrests
8. Prepare information/complaint for filing of charges following arrest (criminal investigation)
9. Review warrants for completeness and accuracy
10. Obtain arrest warrants and/or make proper return
11. Check for wants/warrants on persons through DMV/NCIC

B. Essential Function - Protect Crime Scene and Collect Evidence and Information

Essential Tasks:

1. Collect evidence and personal property from crime scene
2. Diagram crime scenes
3. Document chain of custody for evidence
4. Dust and lift latent fingerprints
5. Examine evidence and personal property from crime scene to determine importance
6. Package evidence or personal property
7. Use camera (35mm/video camera, etc.)
8. Protect crime scene until specialized or back-up assistance arrives
9. Record location of physical evidence and fingerprints at scene
10. Secure crime scene
11. Initial/Mark/Label evidence
12. Determine area of crime scene
13. Search crime scenes for physical evidence
14. Search dead bodies for personal property/evidence
15. Recover and inventory stolen property
16. Tag evidence and confiscated property

C. Essential Function - Enforce DUI/Traffic Laws

Essential Tasks:

1. Observe person to recognize signs of drug or alcohol intoxication

2. Make custodial traffic arrest (e.g. DUI)
3. Administer roadside sobriety tests
4. Fill out warrant application to obtain drunk related blood/urine sample
5. Arrange for obtaining blood or urine sample for blood alcohol content (BAC)
6. Arrest DUI suspects
7. Determine probable cause to execute DUI stop
8. Operate “breathalyzer/intoxilyzer” type instrument to test blood alcohol content
9. Investigate hit and run violations
10. Investigate traffic accident scene to identify points of impact
11. Record statements of witnesses to traffic accidents
12. Assist trapped persons
13. Direct a moving vehicle out of a line of traffic to execute vehicle stop
14. Stop vehicles to arrest, cite or warn occupants

D. Essential Function - Operate Patrol Vehicle

Essential Tasks:

1. Engage in emergency driving in congested area
2. Engage in high speed pursuit or response driving off road
3. Engage in high speed pursuit or response driving on open road
4. Respond to crime in progress calls
5. Operate portable/car radio equipment

E. Essential Function - Conduct Search and Seizure

Essential Tasks:

1. Obtain search warrants and/or make proper return
2. Plan, organize and conduct raids
3. Observe person’s body language to assess intentions/attitudes
4. Conduct field search of arrested persons
5. Conduct frisk or pat down
6. Search movable automobile under independent probable cause
7. Search persons with a court order (e.g. blood sample, hair sample)
8. Search premises or property incident to arrest
9. Search premises or property in hot pursuit/emergency situations
10. Search premises or property with consent
11. Search premises or property with warrant
12. Seize contraband
13. Search for a person in a darkened building or environment

F. Essential Function - Use Physical Force to Control Persons

Essential Tasks:

1. Confront, in a riot formation, groups of agitated people
2. Control hostile groups (e.g. demonstrators, rioters)
3. Use holds or devices to control or take suspect down
4. Tackle a fleeing suspect
5. Subdue physically attacking person
6. Use weaponless defense tactics
7. Subdue person resisting arrest
8. Use body pressure points to control person
9. Disarm violent armed suspect
10. Pull person out of vehicle who is resisting arrest

11. Strike a person with a side-handled baton
12. Strike a person with a straight baton
13. Use hammer lock to hold person
14. Use submission holds to control person
15. Locate and observe crowd agitators
16. Patrol riot stricken or civil disturbance areas
17. Physically restrain crowd
18. Catch a falling person to prevent injury
19. Use body language to project control and influence situation
20. Use voice commands to project control and direct actions
21. Hold flashlight in one hand while performing various police duties

G. Essential Function - Use Deadly Weapons

Essential Tasks:

1. Clean and inspect weapon
2. Discharge firearm at moving vehicle
3. Discharge firearm at night
4. Discharge firearm at person
5. Draw weapon to protect self or third party
6. Participate in firearms training
7. Secure firearm when off duty (e.g. home)
8. Fire weapon in dark environment with flashlight in one hand
9. Fire a weapon in nighttime combat (not including training)
10. Fire weapon in daytime combat (not including training)
11. Carry firearm when off duty
12. Discharge weapon at animal

H. Essential Function - Provide Emergency Assistance

Essential Tasks:

1. Determine existence of hazardous materials at scene of wreck, (e.g. train, vehicle, etc.)
2. Evacuate persons from dangerous areas (e.g. fire, chemical accident, etc.)
3. Secure accident and disaster scenes
4. Administer cardio-pulmonary resuscitation (CPR)
5. Administer mouth-to-mouth resuscitation
6. Apply basic first aid to control bleeding
7. Apply basic first aid to treat for amputations
8. Apply basic first aid to treat for choking (e.g. Heimlich method)
9. Talk with person attempting suicide to get them to stop or delay attempt
10. Use protective gear to prevent contact with infectious diseases
11. Take mentally deranged person into custody for their own protection
12. Mediate family disputes
13. Fire a weapon in dark environment with flashlight in one hand
14. Pull person out of a vehicle to perform a rescue
15. Place children in protective custody (e.g. child abuse)

I. Essential Function - Conduct Initial and Follow-Up Investigation of Crimes and Events

Various

Essential Tasks:

1. Conduct complete criminal investigations

Respond to and conduct preliminary investigation of events related to:

2. Homicide
3. Rape
4. Malicious Wounding
5. Attempted Murder
6. Burglary
7. Theft
8. Motor Vehicle Theft/Attempt
9. Arson and Bombing/Attempts
10. Weapons/Firearms Offenses
11. Sex Offenses
12. Controlled Substances
13. Family Offense
14. Domestic Violence
15. DUI - Intoxicants/Drugs
16. Fatal Traffic Accident
17. Vehicular Homicide
18. Vehicular Assault
19. Firearm Accidents
20. Death/Bodies Found
21. Disaster
22. Conduct on-the-scene suspect identifications (e.g. show-up or one-on-one suspect identification)
23. Conduct stationary surveillance of individuals or locations
24. Determine whether incidents are criminal or civil matters
25. Determine whether recovered property is linked with a previous crime
26. Exchange necessary information with other law enforcement officials (including intelligence information)

J. Essential Function - Write and Read Reports and Other Documents

Essential Tasks:

1. Complete initial offense report
2. Complete arrest reports
3. Complete criminal investigation report of felonies
4. Record confessions in writing

K. Essential Function - Present Testimony

Essential Tasks:

1. Present evidence in legal proceedings
2. Review reports and notes prior to court testimony
3. Testify at evidence suppression hearings
4. Testify at probable cause preliminary hearings
5. Testify before grand juries
6. Testify in criminal trials

7. Testify in court at implied consent hearings (e.g. DMV driver license revocation, breath test refusal)

L. Essential Function - Transport Persons in Custody

Essential Tasks:

1. Operate vehicle to transport prisoners
2. Search vehicle for weapons and/or contraband (e.g. before and after prisoner transport)

M. Essential Function - Conduct Interviews and Interrogations

Essential Tasks:

1. Interrogate adult suspects
2. Interview complainants, witnesses, etc.
3. Interview victims of sex crimes
4. Interrogate suspect or witness with use of polygraph results
5. Interview informants
6. Take statements of witnesses
7. Interrogate juvenile suspects

N. Essential Function - Conduct Traffic Accident Investigation

Essential Tasks:

1. Collect physical evidence from accident scene
2. Complete the standard DMV traffic accident report
3. Determine contributing factors to an accident
4. Diagram accident scenes
5. Protect traffic accident physical evidence for collection
6. Take precautions to prevent additional accidents at accident scene

Equipment Used in the Performance of Essential Tasks:

Roadside Alcohol Breath Test
Automobile
Baton
Body Armor
Fire Extinguisher
First Aid Kit
Road Flares
Flashlight
Flexicuffs
Handcuffs
Handheld Police Radio
Police Car Radio
P. A. System
Radar Unit
Semi-Automatic Pistol
Shot Gun
Lights and Sirens
Rubber Gloves
Ammunition/Magazine
Weapon Cleaning Equipment

